

# Nevada State Budgeting:

## A Guide to the Process and Introduction to Vital Resources



### Introduction

The purpose of this guide is to *briefly* outline the process of producing the two-year budget for the State of Nevada, and to identify and provide access to important budget related resources and documents.

Wherever possible, access to resources is presented in both print and online formats. Print materials are available at the Nevada State Library; online resources are available on state agency websites and via the **State Library's online catalog**. Resources presented represent the following three state agencies, all of which play a vital role in the budgeting process: the Nevada Department of Administration Division of Budget and Planning, the Legislative Counsel Bureau and the Nevada State Controller's Office.

### Part I: Preparation of the Governor's Biennial Executive Budget

- Preparation of the *Governor's Biennial Executive Budget* (also referred to as the *Executive Budget*) begins in the spring of even-numbered years. Executive fiscal staff attends the **Budget 101** classes.
- The state Budget Director requests state agencies to prepare their budget requests and issues the **Biennium Budget Instructions**. Agencies are required to estimate their needs and submit their final biennial budget requests by September 1 of even-numbered years.
- By law, the Governor is required to use the **Forecast of Future State Revenues** (more commonly referred to as the *State Economic Forum Report*) in preparing budget recommendations presented to the Legislature in January of odd-numbered years. The *Report*, compiled by a panel of five economic and taxation experts from the private sector, is the official forecast of future state General Fund revenues for the biennial budget cycle. The *Economic Forum Report* must be submitted on or before December first of even-numbered years and on or before May first of odd-numbered years. The December first estimates are used by the Governor to prepare the *Executive Budget*; the May first forecast is used by the Legislature to balance general fund appropriations.

- In December the Budget Director informs each agency head of his or her office's preliminary budget. In the event that an agency is unsatisfied with its preliminary budget the agency has the right to make an appeal to the Governor.
- The Governor submits the completed **Biennial Executive Budget** to the Legislature in January of odd-numbered years two weeks prior to the beginning of the legislative session. The **Executive Budget in Brief** is a concise summary of the *Biennial Executive Budget*.

## Part 2: Passing the Budget and Governor Approval

- The Nevada legislative session begins on the first Monday in February of odd-numbered years. Budget hearings begin in February after the *Executive Budget* is submitted to the Legislature. The **Legislative Fiscal Report** is published at the beginning of the session and used in conjunction with the *Executive Budget*.
- The **Senate Finance Committee and the Assembly Ways and Means Committee**, the "Money Committees," meet together and separately for budget hearings for all state agencies, departments, boards and commissions. When hearings are completed the committees meet separately and close budgets separately.
- Both houses of the Legislature wait for the May first State Economic Forum report.
- The Taxation Committee in each house of the legislature considers tax bills and must act before the Assembly Ways and Means and Senate Finance Committees can finalize the biennial budget.
- Passed by the voters in 2004 and 2006, Article II, Section 6 of the *Nevada Constitution* requires that *before* any other budget appropriation is passed the Legislature must fund the "operation of the public schools in the State for kindergarten through grade 12."
- Any differences between the Senate Approved Budget and Assembly Approved Budget are resolved in a joint subcommittee meeting. When the two houses reach a consensus the Assembly drafts the General Appropriations Act, the Special Appropriations bills (one-shot appropriations) and the Distributive School Account (DSA) bill. The Senate drafts the Authorized Expenditures Act, the Capital Improvements Program Act (construction projects), and the Unclassified Pay Bill for unclassified personnel pay raises.
- The **Budget Bills** are introduced late in the session. Education bills are passed first followed by the rest of the appropriations bills. Any increase in the budget or increased taxes must be approved by a two-thirds vote.
- The process concludes when the Governor signs the bills into law. The Governor must sign or veto the budget passed by the Legislature as an entire package. Any bills vetoed by the Governor after the Legislature has adjourned are subject to veto override attempts two years later when the Legislature reconvenes. A vetoed bill must receive a

two-thirds vote of all members of the Legislature in order to override a Governor's veto and become law.

### Part 3: After the Session and Other Resources

Following the close of the legislative session, and between sessions, several reports examining fiscal legislation and the state's financial condition are issued including the ***Appropriations Report, Legislatively Approved Budgets by Budget Account Detail, Comprehensive Annual Financial Report, Nevada Report to Taxpayers, Revenue Reference Manual*** and ***A Report to our Citizens***.

### Part 4: Budget Resources

- **Appropriations Report**  
<http://www.leg.state.nv.us/Division/fiscal/Appropriation%20Reports/>  
Available online 1999 to present. The *Appropriations Report*, prepared after the close of the legislative session, summarizes all legislative budgetary and taxation issues; the *Report* also compares the Governor's *Executive Budget* with final legislative actions and specifies state agency budgets.  
  
The Nevada State Library maintains 1963 to present (2001 to present online), call number **29-L52F/11:1963-Current**.
- **Biennium Budget Instructions**  
<http://budget.nv.gov/Manuals-Instructions/>  
Budget timetables are included along with instructions for budgeting for facilities maintenance, position reconciliation, strategic planning and performance measures.  
  
The Nevada State Library maintains 2013 to present online.
- **Biennial Executive Budget**  
<http://budget.nv.gov/StateBudget/>  
The Nevada State Library maintains 1921 to present (1999 to present online), call number **29-Ad6B/5:year**.
- **Budget 101: Introduction to State Budgeting (2009)**  
<http://budget.nv.gov/Manuals-Instructions/>  
Executive fiscal staff begins budget preparation with the Budget 101 classes November through June of the previous budget year.
- **Budget Bills**  
Complete Bill information is available online from 1995 to present by legislative session.  
<http://www.leg.state.nv.us/Session/>  
  
The Nevada State Library maintains Bills from 1917 to present in paper format in the **Index Center**.

- **Committee Minutes: Assembly Ways and Means and Senate Finance (“Money Committees”)**  
<http://www.leg.state.nv.us/Session/>  
Complete Committee Meeting Minutes from 1993 to present are available online by session.  
  
Committee Minutes are available on microfiche beginning in the 1960s at the Nevada State Library. Please consult Availability Chart.  
<http://www.leg.state.nv.us/Division/Research/Library/LegHistory/ResearchingLH/MicroficheGuide.pdf>
- **Comprehensive Annual Financial Report**  
[http://controller.nv.gov/FinancialReports/CAFR\\_Download\\_Page.html](http://controller.nv.gov/FinancialReports/CAFR_Download_Page.html)  
Reports financial activities of the state in conformance with Governmental Accounting Standards Board Statement No. 34 requirements. Available online 1998-2008.  
  
The Nevada State Library maintains previous years from 1864 to present (online 1994 to present). (Title prior to 1982: *Annual Financial Report*). Call number **29-C762/1:year**.
- **The Executive Budget in Brief**  
<http://budget.nv.gov/StateBudget/>  
Concise summary of the *Biennial Executive Budget*.  
  
The Nevada State Library maintains previous years from 1971 to present (1999 to present online). Call number **29-Ad6B/6:1971-Current**
- **Forecast of Future State Revenues (State Economic Forum Report)**  
<http://www.leg.state.nv.us/Division/fiscal/Economic%20Forum/>  
Official forecast of future state General Fund revenues for the biennial budget cycle.  
  
The Nevada State Library maintains 1994 to present (online 2000 to present). Call number: **29-Ec78/2:1994**
- **“Hot Topics: Revenue, Taxation and State Budget”**  
<http://www.leg.state.nv.us/division/research/library/HotTopics/FiscalAffairs/index.cfm>  
Comprehensive list of links to online fiscal resources compiled by Legislative Counsel Bureau staff.
- **Legislative Fiscal Report**  
<http://www.leg.state.nv.us/Division/Fiscal/Fiscal%20Report/>  
Outlines the financial status of the state and the budget recommendations in the *Executive Budget*.  
  
The Nevada State Library maintains 1975 to current (2003 to current online). Call number **29-L52/4:year**
- **Legislatively Approved Budgets by Budget Account Detail**  
<http://www.leg.state.nv.us/Division/fiscal/FISBU210/>  
Contains the legislatively approved budgets by budget account for each biennium. The

Governor's recommended and agency requested funding levels are provided for comparison. Available online 1999-2009.

- **“Major Budget Measures Fact Sheet”**  
<http://www.leg.state.nv.us/Division/Research/Publications/Factsheets/>  
Outlines significant budget legislation.
- **Nevada Report to Taxpayers**  
<http://budget.nv.gov/Budgeting-Links/>  
Summary of Nevada government finances.
- **Nevada State Library Online Catalog**  
<http://www.clan.lib.nv.us/polaris/default.aspx>  
Access to online content available from the State Library.
- **Report to our Citizens**  
<http://controller.nv.gov/>  
Summary of the *Comprehensive Annual Financial Report*.  
  
The Nevada State Library maintains copies of the *Report* from 2000 to present (2003 to present online). Call number **29-C762/1A:year**
- **Revenue Reference Manual**  
<http://www.leg.state.nv.us/Division/Fiscal/>  
Summary of taxes collected by the state: sales, gaming, property, excise, fuel and motor vehicle. Includes historical review of significant tax legislation.  
  
The Nevada State Library maintains 1995 to present (2003 to present online). Call number **29-L52F/7:year**

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